

## Scheduling an inspection on the City of Lake Forest web portal (BSAOnline.com)

The screenshot displays the City of Lake Forest web portal on BSAOnline.com. The browser's address bar contains the URL <https://bsaonline.com/?uid=2669>. A red arrow points from the address bar to the 'Schedule an Inspection' link in the left-hand navigation menu under the 'SERVICES' section. The page features a search bar at the top with 'Building Department' selected and 'Address' as the search criteria. Below the search bar, there are sections for 'SERVICES', 'EMPLOYMENT OPPORTUNITIES', 'MUNICIPALITIES', and 'ACCOUNT'. The 'SERVICES' section includes links for 'Public Records Search', 'Online Payments', and 'Building Department', with 'Schedule an Inspection' highlighted. The 'EMPLOYMENT OPPORTUNITIES' section includes 'All Employment Opportunities (Local)' and 'Search for Employment Opportunities'. The 'MUNICIPALITIES' section includes 'Select a Municipality'. The 'ACCOUNT' section includes 'Sign In', 'Register', 'Why Register?', and 'Remote Assistance'. A weather forecast for Lake Forest, IL, is displayed in the center, showing a current temperature of 48°F and a forecast for the next four days. A welcome message is also present on the right side of the page.

BSAOnline Home Services Employment Opportunities Municipalities Currently not signed in

City of Lake Forest | Lake County | IL powered by BS&A SOFTWARE

Search: Building Department By: Address Enter an address or address range such as 100-200 Main St Search

Use Advanced Address Search

**SERVICES**

- Public Records Search
  - All Record Search
  - Building Department Search
  - Business Licensing Search
  - Miscellaneous Receivables Search
  - Utility Billing Search
- Online Payments
  - Building Department Payments
  - Business Licensing Payments
  - Miscellaneous Receivables Payments
  - Utility Billing Payments
- Building Department
  - Apply for a Permit
  - Apply for a Planning, Zoning or Engineering Process
  - Building Department Search
  - Schedule an Inspection
  - Business Licensing

**EMPLOYMENT OPPORTUNITIES**

- All Employment Opportunities (Local)
- Search for Employment Opportunities

**MUNICIPALITIES**

- Select a Municipality

**ACCOUNT**

- Sign In
- Register
- Why Register?
- Remote Assistance

**Weather Forecast**  
Forecast For: [Lake Forest, IL](#)

48°F Current: Cloudy  
Wind: 14 mph North  
Humidity: 84

Thursday	Friday	Saturday	Sunday
Rain Showers	Rain Showers	Sunny	Mostly Cloudy
52°   43°	52°   45°	59°   46°	64°   57°

**Welcome to City of Lake Forest**

Welcome to The City of Lake Forest online services. This City is excited to offer new online services to manage your Utility bill.

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Open your browser and navigate to BSAOnline.com. Select Lake Forest as the municipality, or click on, or enter the following in the address bar. <https://bsaonline.com/?uid2669>

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BS&A Online Home Services Employment Opportunities Municipalities Currently not signed in

City of Lake Forest | Lake County | IL

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**EMPLOYMENT OPPORTUNITIES**

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- Search for Employment Opportunities

**MUNICIPALITIES**

Select a Municipality

**ACCOUNT**

- Sign In
- Register
- Why Register?
- Remote Assistance

**Sign In**  
Sign in with your existing account or create a new account.

**I Have an Account**

If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password.  
**Please note that passwords are case-sensitive.**

☆ User Name:

☆ Password:  **The Password field is required.**

Keep me signed in.  
(Clear this check box if you're on a shared computer.)

**Sign In Help**  
Forgot your User Name/Password? [Click here for help.](#)

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

**Create a New Account**

**Yes, I would like to create a new BS&A Online account.** [Click Here to create an account.](#)

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Sign into your account.

# Scheduling an inspection on the City of Lake Forest web portal (BSAOnline.com)

The screenshot shows the City of Lake Forest web portal on BSAOnline.com. The browser address bar displays <https://bsaonline.com/?uid=2669>. The page header includes navigation links for Home, Services, Employment Opportunities, Municipalities, Favorite Records, and Clouseau1. A search bar is located below the header, with a dropdown menu set to 'Building Department' and a search button. The left sidebar contains several sections: SERVICES, EMPLOYMENT OPPORTUNITIES, MUNICIPALITIES, and ACCOUNT. The SERVICES section is expanded, showing a list of links including 'Schedule an Inspection'. A red arrow points to this link. The main content area features a weather forecast for Lake Forest, IL, with a current temperature of 48°F and a forecast for the next four days. A welcome message is also present. A red arrow points to the 'Clouseau1' user name in the top right corner.

Verify you are signed in. Then click on Schedule Inspection.

# Scheduling an inspection on the City of Lake Forest web portal (BSAOnline.com)

The screenshot shows the 'Schedule an Inspection' page on BSAOnline.com. The browser address bar displays the URL: [https://bsaonline.com/CD\\_InspectionRequestV2/RequestInspection?wizardGuid=534926f4-9dbf-4f9f-9e1f-ef231de59a7&uid=2669](https://bsaonline.com/CD_InspectionRequestV2/RequestInspection?wizardGuid=534926f4-9dbf-4f9f-9e1f-ef231de59a7&uid=2669). The page header includes 'City of Lake Forest | Lake County | IL' and 'powered by BS&A SOFTWARE'. A search bar is located at the top with the text 'Search: Building Department By: Address' and a search button. The main content area is titled 'Schedule an Inspection' and includes a 'Contractor Learning Center' link. A yellow box contains the text: 'The City of Lake Forest is conducting in-person inspections for all types of construction projects. Inspections should be scheduled on line. If you need assistance in using the online system, please contact Kim Kraus at [Krausk@cityoflakeforest.com](mailto:Krausk@cityoflakeforest.com) or Jessica Linders at [lindersj@cityoflakeforest.com](mailto:lindersj@cityoflakeforest.com)'. Below this is a navigation bar with four buttons: 'Select a Record', 'Select Inspection Type and Date', 'Contact Information', and 'Submit Request'. The 'Select a Record' button is highlighted. The main content area is titled 'Step 1: Select a Record' and includes the instruction: 'Enter a Permit, Certificate, Enforcement or PZE Process Number, including any dashes or spaces.' Below this is a text input field with the value 'PE22-0203' and the example 'ex. PB22-0001'. A table with the following columns is displayed: Record Type, Record Subtype, Record Number, Property Address, Project, Parcel, Lot, and Block. The table contains one row with the following data: Permit, Electrical, PE22-0203, 800 N FIELD DR, J2022-0965, 11-25-302-011, and empty cells for Lot and Block. A red arrow points to the 'Next' button below the table. At the bottom of the page, there is a disclaimer: '\*\*Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.'

Select the permit you wish to schedule the inspection. Click on Next.

# Scheduling an inspection on the City of Lake Forest web portal (BSAOnline.com)

**Schedule an Inspection**  
Submit an inspection request for a record online.

The City of Lake Forest is conducting in-person inspections for all types of construction projects. Inspections should be scheduled on line. If you need assistance in using the online system, please contact Kim Kraus at [Krausk@cityoflakeforest.com](mailto:Krausk@cityoflakeforest.com) or Jessica Linders at [lindersj@cityoflakeforest.com](mailto:lindersj@cityoflakeforest.com)

**Select a Record** | **Select Inspection Type and Date** | Contact Information | Submit Request

**Step 2: Select Inspection Type and Date**

Select Inspection Type

**Inspection Details**

Inspection Type:

Final - Electrical  
Gas Piping

Using the calendar below, select an available date for your inspection request.

**May 2022**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Requested Date:**

**Available Days** (Blue)  
**Unavailable Days** (Red)

*TIP: Hover the unavailable days for additional information.*

**Back** **Next**

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Select the inspection you want to schedule, select the available date from the calendar. Unavailable dates will not be selectable. Click on Next.

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**Schedule an Inspection**  
Submit an inspection request for a record online.

The City of Lake Forest is conducting in-person inspections for all types of construction projects. Inspections should be scheduled on line. If you need assistance in using the online system, please contact Kim Kraus at [Krausk@cityoflakeforest.com](mailto:Krausk@cityoflakeforest.com) or Jessica Linders at [Lindersj@cityoflakeforest.com](mailto:Lindersj@cityoflakeforest.com)

**Select a Record**  
Permit: PE22-0203  
800 N FIELD DR

**Select Inspection Type and Date**  
Final - Electrical: 05/10/2022

**Contact Information**

**Submit Request**

**Step 3: Contact Information**  
Enter your contact information to be included with the request.

Name: Mike Whalen  
Phone Number: (847) 363-3395  
Email Address: Clouseau1@aol.com  
Confirm Email: Clouseau1@aol.com

**Select Parties to Notify**  
Select one or more email addresses to include in notifications regarding inspection updates.

Name	Email Address	Select
Default	Clouseau1@aol.com	<input checked="" type="checkbox"/>

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Verify the contact information is correct. Make any necessary corrections if needed. Click on Next.

# Scheduling an inspection on the City of Lake Forest web portal (BSAOnline.com)

The screenshot displays the 'Schedule an Inspection' page on the BSAOnline.com portal. The page is titled 'Schedule an Inspection' and includes a search bar at the top with the text 'Search: Building Department By: Address'. Below the search bar, there are four buttons: 'Select a Record', 'Select Inspection Type and Date', 'Contact Information', and 'Submit Request'. The 'Submit Request' button is highlighted in blue. The main content area is titled 'Step 4: Submit Request' and contains three sections: 'Inspection Information', 'Contact Information', and 'Notes'. The 'Inspection Information' section shows 'Inspection Type: Final - Electrical', 'Requested Date: 05/10/2022', 'Permit: PE22-0203', and 'Address: 800 N FIELD DR'. The 'Contact Information' section shows 'Contact: Mike Whalen', 'Phone: 8473633395', 'Email: Clouseau1@aol.com', and 'Address: 800 N FIELD DR'. The 'Notes' section has a text area with the text 'Partial final only for generator.' and a red arrow pointing to it. At the bottom of the page, there are 'Back' and 'Submit' buttons. A disclaimer is visible at the bottom of the page.

**SERVICES**

- Public Records Search
  - All Record Search
  - Building Department Search
  - Business Licensing Search
  - Miscellaneous Receivables Search
  - Utility Billing Search
- Online Payments
  - Building Department Payments
  - Business Licensing Payments
  - Miscellaneous Receivables Payments
  - Utility Billing Payments
- Building Department
  - Apply for a Permit
  - Apply for a Planning, Zoning or Engineering Process
  - Building Department Search
  - Schedule an Inspection
  - View My Activity
- Business Licensing

**EMPLOYMENT OPPORTUNITIES**

- All Employment Opportunities (Local)
- Search for Employment Opportunities
- Employment Opportunities Near Me
- View My Profile

**MUNICIPALITIES**

- Select a Municipality
- Recent
  - City of Lake Forest
  - Village of Lake Bluff
  - Lake County
  - Village of Poplar Grove
  - Village of Libertyville
  - Village of Skokie

**ACCOUNT**

Mike Whalen  
Clouseau1@aol.com  
[Account Settings](#)

**Schedule an Inspection**  
Submit an inspection request for a record online.

The City of Lake Forest is conducting in-person inspections for all types of construction projects. Inspections should be scheduled on line. If you need assistance in using the online system, please contact Kim Kraus at [Krausk@cityoflakeforest.com](mailto:Krausk@cityoflakeforest.com) or Jessica Linders at [lindersj@cityoflakeforest.com](mailto:lindersj@cityoflakeforest.com)

**Select a Record**  
Permit: PE22-0203  
800 N FIELD DR

**Select Inspection Type and Date**  
Final - Electrical: 05/10/2022

**Contact Information**  
8473633395  
Clouseau1@aol.com

**Submit Request**

**Step 4: Submit Request**

Inspection Information

Inspection Type: Final - Electrical  
Requested Date: 05/10/2022  
Permit: PE22-0203  
Address: 800 N FIELD DR

Contact Information

Contact: Mike Whalen  
Phone: 8473633395  
Email: Clouseau1@aol.com  
Address: 800 N FIELD DR

Notes

Partial final only for generator.

Back Submit

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Verify the correct information. Enter any notes you want to send to the inspector. Click on Submit.

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The screenshot displays the BSAOnline.com web portal interface. At the top, the browser address bar shows the URL: [https://bsaonline.com/CD\\_InspectionRequestV2/InspectionRequestConfirmation?wizardGuid=534926f4-9dbf-4f9f-9e1f-ef2313de59a7&uid=2...](https://bsaonline.com/CD_InspectionRequestV2/InspectionRequestConfirmation?wizardGuid=534926f4-9dbf-4f9f-9e1f-ef2313de59a7&uid=2...). The page header includes the City of Lake Forest logo and navigation links for Home, Services, Employment Opportunities, Municipalities, Favorite Records, and Clouseau1. A search bar is present with the text "Search: Building Department" and "By: Address".

The main content area features a green checkmark icon and the word "Success" in bold. Below this, the text reads: "Inspection request was submitted successfully". A section titled "Inspection Request Details" provides the following information:

- Record Number: PE22-0203
- Record Type: Permit
- Address: 800 N FIELD DR
- Inspection Type: Final - Electrical
- Requested Date/Time: 05/10/2022

At the bottom of the details section, there are two buttons: "Print this Page" and "Schedule Another Inspection". A disclaimer at the bottom of the page states: "\*\*Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

The left sidebar contains several sections: "SERVICES" with links for Public Records Search, All Record Search, Building Department Search, Business Licensing Search, Miscellaneous Receivables Search, Utility Billing Search, Online Payments, Building Department Payments, Business Licensing Payments, Miscellaneous Receivables Payments, Utility Billing Payments, and Building Department; "EMPLOYMENT OPPORTUNITIES" with links for All Employment Opportunities (Local), Search for Employment Opportunities, Employment Opportunities Near Me, and View My Profile; "MUNICIPALITIES" with a link for Select a Municipality and a list of recent municipalities including City of Lake Forest, Village of Lake Bluff, Lake County, Village of Poplar Grove, Village of Libertyville, and Village of Skokie; and "ACCOUNT" with the name Mike Whalen, email Clouseau1@aol.com, and a link for Account Settings.

A confirmation screen will let you know the inspection was successfully completed. Print the page or schedule another inspection.